

Proposed Approach for Future Business Operations and Providing Facilitation & Administrative Support for the California Biodiversity Council (CBC)

History

The CBC is undergoing a transition from UC Agriculture and Natural Resources providing administrative and logistics support to a different entity and/or a new business operations approach. The Executive Committee explored if the CSUS Center for Collaborative Policy could assume these responsibilities; however, it was determined that under its current institutional framework, the CBC cannot directly contract with another entity. The Executive Committee also evaluated these other options for providing future CBC administrative and logistics support:

1. **Non-profit/non-governmental organization (NGO)** – The CBC creates or utilizes an existing NGO to provide administrative support. However, several federal and state CBC members have said that it would be difficult for government entities to become members of an NGO. Employees of an agency could be board members of the NGO, but as individuals and not agency representatives.
2. **Member-supported model** – CBC meetings would be entirely supported by member staff resources and registration fees for meeting expenses. In lieu of paying annual membership dues, Executive Committee members' agency staff would take on logistics and administrative support on a rotating basis. For instance, the Executive Committee Co-Chairs would provide their respective agencies' staff to assume administrative responsibilities during the Co-Chairs' tenure. However, this risks cumbersome transitions when the new Co-Chairs' staff take on these responsibilities.
3. **Strategic Growth Council (SGC) support** – the SGC would take on the primary administrative and logistics coordination role to support the CBC.

These options were discussed at the February 18, 2016 Executive Committee meeting. It was agreed that creating an NGO is not practical, and some members said their agencies cannot afford contributing staff time for the member-supported model. The Strategic Growth Council (SGC) support option was later discussed with SGC staff, and was determined infeasible.

A fourth option was discussed at the May 19 Executive Committee meeting, which after refinement, forms the basis of the Executive Committee proposal outlined below for review by the CBC Co-Chairs.

Proposed CBC Business Operations Approach

- Annual dues are not collected from CBC members.
- CBC meeting/field trip expenses are paid directly by CBC members and meeting participants in the form of registration fees and travel expenses for each CBC meeting. As now, there is no direct expense for participation in Executive Committee and Interagency Alignment Team (IAT) meetings.
- The Center for Collaborative Policy (CCP), a program of California State University, Sacramento (Sacramento State) would provide facilitation support and administrative support to the CBC through an Interagency Agreement with the California Natural Resources Agency (CNRA) as described in *Attachment A*. An option is for CNRA and US Bureau of Land Management (BLM) to share the cost as CBC Co-Chairs through separate contracts with CCP.
- This approach for future CBC operation and administrative support would be documented in a new “CBC Organizational Charter” as a companion to the existing CBC MOU, and the Executive Committee Charter would be updated accordingly.

ATTACHMENT A

Scope of Work and Cost Estimate for the Center of Collaborative Policy To Provide Facilitation and Program Support to the California Biodiversity Council (Formatted for use in a State of California Interagency Agreement)

Background

The California Biodiversity Council (CBC) was formed in 1991 to improve coordination and cooperation between various resource management and environmental protection organizations at federal, State, and local levels. Strengthening ties between local communities and governments has been a focus of the CBC by way of promoting strong local leadership and encouraging comprehensive solutions to regional issues. The CBC discusses, coordinates, and assists in developing strategies and complementary policies for conserving biodiversity. Members exchange information, resolve conflicts, and promote development of regional conservation practices. The CBC has 42 members, including 20 State agencies, 12 federal agencies, and 10 local governments, and is co-chaired by the California Secretary for Natural Resources (CNRA) and the Bureau of Land Management California State Director. The CBC is served by an Executive Committee of representative member organizations that selects, discusses and approves CBC meeting topics, and forms and monitors planning committees for CBC activities. The Executive Committee also approves meeting expenditures and approves the selection of new members to the CBC. The Executive Committee is served by State and Federal Co-Chairs who oversee CBC activities. The CBC also has an Interagency Alignment Team (IAT) that is coordinated by the Executive Committee and addresses key coordination efforts between various agency members of the CBC.

Formed in 1992, the service mission of the Center for Collaborative Policy (CCP) at California State University, Sacramento (Sacramento State) is to build the capacity of agencies, stakeholders, and the public to use collaborative methods to improve policy outcomes. In addition to conducting research, and designing and delivering curricula for and to Sacramento State students, CCP also fulfills this mission by delivering a range of facilitative, mediation, public outreach, and program support services to a diverse range of stakeholders.

The full CBC meets 1-2 times a year in various locations in California, and the Executive Committee meets quarterly and the IAT meets bimonthly in Sacramento.

This scope of work and cost estimate will be administered through an Interagency Agreement (IA) between CCP and the CNRA to provide facilitation and program support to the CBC. An option is for CNRA and US Bureau of Land Management (BLM) to share the cost as CBC Co-Chairs through separate contracts with CCP.

The following describes these services, presents conditions and assumptions associated with these services, and estimates the annual cost.

Scope of Work

Task 1 - Facilitation Support

CCP will:

1. Schedule and communicate event dates for the CBC, CBC Co-Chairs, Executive Committee, and Interagency Alignment Team,
2. Survey respective members of CBC groups to identify proposed agenda items for upcoming meetings,
3. Prepare event agendas as set by the Executive Committee,
4. Conduct CBC meeting planning discussions with Executive Committee or staff appointees
5. Coordinate and implement meeting facilities and associated needs such as room setup, audio/visual equipment, telephone and internet access, catering and similar hospitality,
6. Provide outreach to ensure effective communication to stakeholders about upcoming events,
7. Manage event registrations,
8. Prepare and distribute meeting materials,
9. Coordinate presenters and associated presentation materials,
10. Work with CBC Co-Chairs and presenters to prepare them to lead each event,
11. Provide follow up support for members and other participants to ensure accountability on meeting action items,
12. Prepare draft and final meeting summaries,
13. Distribute meeting summaries,
14. Provide associated meeting and facilitation support for efforts related to and supportive of the CBC as directed by the Executive Committee and as not otherwise defined above

Deliverables

- *Final meeting summaries*
- *Agenda surveys*
- *Final meeting agendas*
- *Final meeting materials*
- *Meeting coordination documents (e.g. facility invoices, hospitality invoices, etc.)*
- *Meeting outreach materials*

Task 2 - Program Support

CCP will:

1. Manage member database and mailing lists,
2. Act as CBC website content manager with secure access to update information on the website that is hosted by CNRA.

3. Manage and administer subcontracts,
4. Submit, manage, and administer reimbursement invoices for CBC services rendered by CCP to the CNRA, and
5. Respond to external inquiries about the CBC.

Deliverables

- *Updated CBC member database*
- *Monthly webpage management reports*
- *Final subcontracts (as needed)*
- *Final monthly invoices*
- *Monthly Reports*

Scope Assumptions

CCP and the CNRA [option -- and BLM] mutually assume the following as a basis to provide the services described herein.

1. For cost estimating purposes, meetings are expected to take the following average time (including meeting location set up and break down). Actual meeting durations will be invoiced as incurred.
 - a. Two (2) CBC Meetings per year – 6 hours / meeting
(Meetings with Field Trips may involve an additional 6-8 hours)
 - b. Four (4) Executive Committee Meetings – 2 hours / meeting
 - c. Six (6) Interagency Alignment Team Meetings – 3 hours / meeting
 - d. Associated Meetings (up to 5 per year) – 3 hours / meeting
2. CBC meetings will take place in Sacramento. Travel time to and from all meetings will be approximately 1 hour. Meetings involving Field Trips may be at other locations in the state involving an additional 6-8 hours.
3. Associated meetings may take place at locations throughout the state. Travel time to and from all meetings will be billed as actually incurred. For cost estimating purposes, half of all meetings are assumed to incur travel time and associated travel expenses from Sacramento to Southern California. Round trip travel time for meetings in Southern California will be 5 hours. Round trip travel time for meetings in Sacramento will be 1 hour.
4. CCP will coordinate with the respective meeting participants and their staff / colleagues to schedule meetings to accommodate a majority of targeted participants; however, meetings will not be scheduled to accommodate all participants if scheduling impacts the progress of the effort.
5. CCP will coordinate meeting facility needs and setup, and coordinate with the Executive Committee Co-Chairs to ensure adequate meeting spaces and needed materials/equipment are coordinated. CCP will have final responsibility for identifying meeting locations, managing associated logistics and costs (e.g., room reservations, room costs), providing needed meeting equipment (e.g., projector, projector table, internet connection, speakers, tables and chairs, nametags, etc.), and providing refreshments, if desired. CCP will provide flipchart easels, full-size self-adhesive flipchart paper, and markers, as needed.

6. CCP will provide teleconference lines for planning and preparatory calls. If needed, CCP will provide and bill for online meeting communications (i.e., webinars).
7. CCP will maintain the CBC member database and mailing lists and will update these regularly.
8. CCP will provide deliverables in electronic format to CBC participants and to be posted on the project website.
9. CCP will produce all meeting materials for each CBC meeting and participating members. In addition, CCP will print up to 15 sets of materials for large group meetings and to accommodate members of the public that do not have access to photocopying equipment.
10. CCP will ensure that an agenda and relevant meeting materials are prepared, distributed to meeting participants, and electronically posted to the project website approximately 1 week in advance (whenever feasible) of said event.
11. The CBC website will be hosted by CNRA.
12. CCP will act as content manager for the CBC website with secure access to update information on the website that is hosted by CNRA or a subcontractor to this agreement.
13. CCP will be responsible to incur any costs for facility and equipment rental to conduct meetings and will be reimbursed from meeting registration fees. To ensure no financial risk to CCP, facility costs, equipment rental, and meeting materials are included in this cost estimate. In the event that CCP incurs a deficit between actual registration fees and actual meeting expenses, CNRA will compensate CCP for the difference through this IA.
14. CCP staff travel and per diem expenses will be reimbursed up to an amount not to exceed prevailing State rates for food, board, and transportation.
15. Any sub-contractual support not conducted through a competitive bidding process cannot exceed more than 25% or \$50,000, whichever is less.
16. CCP will submit invoices in arrears and no more often than monthly.
17. CCP billing rates for State fiscal year 2015-2016 are presented in Exhibit B. CCP rates are subject to adjustment during the year based on organizational fiscal conditions, and are subject to a yearly escalation based on statewide economic conditions. Any rate adjustments will be provided to and discussed with the Executive Committee Co-Chairs.
18. The Executive Committee has the authority to direct CCP to redistribute services and associated project budget between tasks in a manner different than what is presented in this IA, as long as the total approved budget is not exceeded.
19. CCP will receive project direction from the Executive Committee by way of the Executive Committee's co-chairs. No individual CBC member or leadership representative has the authority to direct CCP services.

Staff

CCP will support the services described below with a range of staff. The CCP Program Manager for this project will be Dave Ceppos, Associate Director / Managing Senior Mediator for CCP. Staff that may support this effort may include the following categories:

- Managing Senior Mediator
- Lead Mediator
- Associate Mediator
- Assistant Facilitation
- Administrative Support
- IT Support

Annual Budget Estimate

Exhibit B presents estimated budget information the related services described above, based on 2016-2017 billing rates. The estimated total annual cost for CBC support is \$50,537.

EXHIBIT B									
California Biodiversity Council									
Labor Category	Managing Sr Mediator	Lead Mediator	Associate Mediator	Assistant Facilitator	Admin Support	IT Support	Total Hours by Task	Hrs x rate	Summary
Task Descriptions	Staff	Staff	Staff	Staff	Staff	Staff			
Billing Rates	\$195	\$170	\$131	\$93	\$57	\$92			
Task 1: Meeting Facilitation Support									
CBC Meetings (2)	2		37	37	50		126	\$11,528	
Executive Committee Meetings (4)	2		24	12	4		42	\$4,878	
IAT Meetings (6)	2	12	24	12	4		54	\$6,918	
CBC Associated Meetings (5)	2	10	25	8	4		49	\$6,337	
Subtotal Task 1	8	22	110	69	62	0	271		\$ 29,661.00
Task 2: Program Support									
Database and webpage management			8	36		8	52	\$5,132	
Project Management and invoicing	6		12		12		30	\$3,426	
External inquiries and support			24	12			36	\$4,260	
Subtotal Task 2	6	0	44	48	12	8	118		\$ 12,818.00
Total Professional Services	14	22	154	117	74	8	389		\$ 42,479.00
Other Direct Costs (ODC)			Qty	UOM		Unit Rate		Extended Value	
Photocopying b/w			5000	lot		\$ 0.06		\$ 300.00	
Photocopying color			600	lot		\$ 0.17		\$ 102.00	
Conference calls (6, 60-minute calls with 5 participants)			1800	minute		\$ 0.04		\$ 72.00	
Internet Services (Go-To-Meeting)			5	ea		\$ 50.00		\$ 250.00	
Internet Services (Webinar)			2	ea		\$ 100.00		\$ 200.00	
Supplies/materials			10	lot		\$ 40.00		\$ 400.00	
Facility charges (location AV, etc.)			2	lot		\$ 1,200.00		\$ 2,400.00	
Hospitality			2	lot		\$ 1,000.00		\$ 2,000.00	
Travel Breakout:									
Air Fare			2	rnd trip		\$ 350.00		\$ 700.00	
Car Rental			8	day		\$ 40.00		\$ 320.00	
Fuel for Rental Car			8	day		\$ 40.00		\$ 320.00	
Lodging (current state rates) (not spending all night)			4	night		\$ 125.00		\$ 500.00	
Meals & Incidentals (current state rates)			4	lot		\$ 46.00		\$ 184.00	
Mileage (private vehicle) (current state rates)			500	mile		\$ 0.540		\$ 270.00	
Parking, Bridge Tolls, etc.			4	lot		\$ 10.00		\$ 40.00	
Subtotal Other Direct Costs									\$ 8,058.00
ESTIMATED NOT-TO-EXCEED BUDGET									\$ 50,537.00

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